

73-1752

THE WHITE HOUSE  
WASHINGTON

March 30, 1973

MEMORANDUM FOR: LAWRENCE R. HOUSTON  
FROM: RICHARD C. TUFARO *RC*  
SUBJECT: MARKING CLASSIFIED  
MESSAGE TRAFFIC

Attached is a copy of a circular issued by the United States Information Agency setting forth standard marking requirements for their classified telegrams. This circular is issued to bring USIA in conformity with the requirements of the State Department.

I thought the attached might be of interest to you because it suggests an abbreviated format for indicating the information required by E.O. 11652. Moreover, you might wish to consider whether this should not be adopted as a uniform standard throughout the Federal Government. The approach adopted here appears to have a good deal of merit.

4.6.73

Advised R.C.T. by phone:

- a) CIA using different symbols
- b) standardization would be useful.

G.F.D

ICRC



UNITED STATES INFORMATION AGENCY

WASHINGTON 20547

March 21, 1973

MEMORANDUM FOR: Mr. Richard C. Tufaro  
The White House

FROM : Robert D. Barber *RDB*  
Assistant Director (Security)

SUBJECT : Executive Order 11652--  
Marking Classified Documents

On March 12, 1973, Donn Chown and Dick Bond met with you to discuss a proposed change in marking procedures for certain classified USIA message forms. On the basis of your informal approval of the procedures as set forth in the draft shown you, we have published the attached circular instruction. I am also furnishing a copy of our original instruction implementing a data index system, which is referenced in the new circular.

I want to say that I find your cooperation and understanding of the problems we are encountering in implementing E. O. 11652 most helpful and encouraging. I am confident that, working together, we shall achieve the intent of the Order.

Attachments:

1. Circular Instruction  
(CM-486, March 15, 1973)
2. Copy of original Instruction  
(Circular 405D & 408F, January 22, 1973)